



**THE GALVESTON HOUSING AUTHORITY (GHA)  
APPLICATION FOR EMPLOYMENT**

*(Applications completed using "See Resume" in reference to questions will not be accepted)*

NAME (Last, First, Middle) \_\_\_\_\_ DATE \_\_\_\_\_

CURRENT ADDRESS \_\_\_\_\_ PHONE(S) \_\_\_\_\_ / \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ LAST FOUR DIGITS SSN \_\_\_\_\_

BIRTH DATE: \_\_\_\_\_ ARE YOU A US CITIZEN?  YES  NO

POSITION APPLIED FOR \_\_\_\_\_ DATE AVAILABLE: \_\_\_\_\_

The Galveston Housing Authority (GHA) is an equal employment opportunity employer. GHA's policy prohibits discrimination on the basis of age, race, creed, color, national origin, ancestry, sex, physical or mental disability or handicap, marital status, sexual orientation, family status, military status, or any other trait or characteristic.

Employment offers are contingent upon successful validation of information contained in the application and verification of work authorization through E-VERIFY. Successful completion of a pre-employment drug screening and a national criminal background investigation is required. Unsigned applications will not be accepted.

**GENERAL INFORMATION**

Have you previously been employed by GHA  YES  NO If "yes" what YEAR \_\_\_\_\_ DEPT \_\_\_\_\_  
POSITION \_\_\_\_\_ SUPERVISOR \_\_\_\_\_

Are you related by blood or marriage to any current member of the Board of Commissioners or employee(s) of GHA?  
 YES  NO If yes, please list name(s) and relationship

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have a valid Driver's License?  YES  NO State of issue \_\_\_\_\_ Expiration date \_\_\_\_\_  
Driver's License No. \_\_\_\_\_

**A CONVICTION MAY NOT DISQUALIFY YOU, BUT A FALSE STATEMENT WILL**

Have you had any citations that would prevent you from being covered under the GHA fleet insurance?  
 YES  NO If YES, please explain \_\_\_\_\_

\_\_\_\_\_  
Have you ever been charged with DWI/DUI  YES  NO If YES, how many times and when? \_\_\_\_\_

\_\_\_\_\_  
Have you been convicted of a misdemeanor in the past 7 years?  YES  NO If YES, please give dates and when

\_\_\_\_\_  
\_\_\_\_\_  
Have you at any time pled guilty or no contest to a felony offense?  YES  NO If YES, what year(s), and the

Nature of the crime(s). \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Were you in the U.S. Military?  YES  NO Branch \_\_\_\_\_ Dates of Service \_\_\_\_\_  
 Rank upon Discharge \_\_\_\_\_ Type of Discharge \_\_\_\_\_  
 Specialized Military Training \_\_\_\_\_  
 \_\_\_\_\_

Are you bilingual  YES  NO Language(s) \_\_\_\_\_?  
 Speak \_\_\_\_\_ Read \_\_\_\_\_ Write \_\_\_\_\_

Do you currently own any property within the GHA inventory involving home rental?  YES  NO  
 (This disclosure is In Accordance With (IAW) federal and state laws of Texas as well as Galveston Housing Authority's (GHA) policies and procedures, to prevent a Conflict of Interest.)

**EDUCATION**

Do you have a High School Diploma?  YES  NO Year \_\_\_\_\_ GED  YES  NO Year \_\_\_\_\_  
 If not, highest grade completed \_\_\_\_\_

SCHOOL/COLLEGE	# YEARS	YEAR GRADUATED	DEGREE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Describe any special qualifications or certifications for this position \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Do you have any professional, technical licenses, registrations, certificates or other skills or training? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Computer Skills **Microsoft Word**  YES  NO **Excel**  YES  NO **PowerPoint**  YES  NO  
 Other computer software/skills \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**EMPLOYMENT HISTORY**

Employer \_\_\_\_\_ Supervisor \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Dates of Employment/From \_\_\_\_\_ to \_\_\_\_\_  
Job Title \_\_\_\_\_ Annual Salary \_\_\_\_\_  
Were you a supervisor?  YES  NO if YES, how many employees did you supervise? \_\_\_\_\_  
Job Duties \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

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Address \_\_\_\_\_  
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Address \_\_\_\_\_  
Phone \_\_\_\_\_ Dates of Employment/From \_\_\_\_\_ to \_\_\_\_\_  
Job Title \_\_\_\_\_ Annual Salary \_\_\_\_\_  
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Job Duties \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Employer \_\_\_\_\_ Supervisor \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Dates of Employment/From \_\_\_\_\_ to \_\_\_\_\_  
Job Title \_\_\_\_\_ Annual Salary \_\_\_\_\_  
Were you a supervisor?  YES  NO if YES, how many employees did you supervise? \_\_\_\_\_  
Job Duties \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

**PROFESSIONAL REFERENCES**

(Please do not list any previous supervisors or relatives)

NAME	ADDRESS	PHONE
_____	_____	_____
_____	_____	_____
_____	_____	_____

**STATEMENT OF CERTIFICATION FOR EMPLOYMENT AT THE  
GALVESTON HOUSING AUTHORITY (GHA)**

I certify by my signature that the answers given herein are true and complete to the best of my knowledge. I authorize GHA to investigate all statements contained in this application for employment as may be necessary in the pre-employment process. I understand that the completion of this application and authorization of the investigation does not constitute an implied employment offer. I also understand that in the event of employment, any false or misleading information given on my application or interview may result in termination.

I agree to submit to a pre-employment drug screening and a national criminal background investigation. I further understand that any offer of employment will be contingent upon the successful results of these investigations.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_